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*Office Memorandum* • UNITED STATES GOVERNMENT

TO : CIA Vital Materials Officer

DATE: 20 July 1951

FROM : 

SUBJECT: Reorganization of the Vital Materials Repository

1. All Vital Materials transferred to the Vital Materials Repository before 20 July 1951, except IBM card files, have been inventoried, screened for retention, and appropriately filed or destroyed. Documents destroyed were extra copies and items replaced by more recent editions.
2. The Vital Materials files have been completely reorganized and rearranged by office designations. All material is either fastened in file folders or bound in pressboard binders, logically placed and accurately tabbed.
3. A temporary Master Locator has been developed to indicate location of material in safes and may be found in the first drawer of the Master Safe.
4. A temporary File Plan of the office files has been developed to indicate the new file sequence. This too, may be found in the first drawer of the Master Safe.
5. The assigned mission has been accomplished and the new arrangement is a decided improvement over that of the past. Evidently there had been little or no thought given to setting up and maintaining the Vital Materials files previously, for their state was one of complete disorganization and with few and inadequate finding aids. This necessitated complete reorganization and reassembly of the files and included the handling of almost each individual document to determine the correct filing place.
6. In addition to the above, I have several comments to make regarding future operations of the Vital Materials Repository.
- a. Before completion of the new vault and before any movement of equipment and material takes place, the exact location of such equipment and material should be plotted on an accurate floor plan drawing of the vault. Present requirements and future expansion must be planned for.
- b. Only legal size safe files should be used in addition to the IBM, microfilm, and map cabinets. Letter size cabinets, such as now used in some quantity, have little value.
7.   
Anything needed, and available, was supplied quickly and without question.
8.  acquitted himself in an extremely creditable manner. In fact, he did an excellent job, showing enthusiasm at times when we both were tired and frustrated, coming up with good ideas and working very hard.